



January 18, 2018


DIVISION MEMORANDUM

No. 022 s. 2018

1st DIVISION MANAGEMENT COMMITTEE MEETING for CY 2018

To: Assistant Schools Division Superintendent
Division Chief of CID and all Education Program Supervisors
Division Chief of SGOD and Unit Heads
OSDS Unit heads
All Public Schools District Supervisors
All School Heads of Public Elementary, Junior & Senior High Schools
All Concerned Division Personnel

1. This office hereby conveys to all concerned that the **1st Division Management Committee Meeting for CY 2018 is scheduled on January 25-26, 2018. The venue is to be announced later.**
2. Ms. Analie Buhayan, the PSDS of Sagay District 8 with the support of all her School Heads, is designated to facilitate the MANCOM and shall be the Over-all Committee Chairman to carry out the following tasks under the supervision of the Office of the HRD T&D Unit, to wit;
 - a. *plan for the opening program and other ice breaker activities*
 - b. *prepare the tarpaulin for the venue of the meeting ahead of time*
 - c. *organize the working committees, theme of the meeting*
 - d. *assign recorders to take the minutes of the meeting*
 - e. *act as moderator in the open forum*
 - f. *submit the minutes of the meeting a week after the MANCOM*
 - g. *shall meet with the HRD T&D Unit a day before the meeting to check of any missed important concerns.*
3. The matrix of the meeting shall be fielded at a later date.
4. The transport vehicle of the Division Personnel will leave the Division Office at exactly 11:00 in the morning of January 25, 2017.
5. Everyone has to take an early lunch before departure. The first meal at the venue is afternoon snacks.
6. The opening program will start at exactly 1:00 in the afternoon.
7. The suggested dress code is as follows:
 - Day 1 – January 25th
 - For Female: All in Blue Dress (any design), slacks are discouraged.
 - For Male: Slacks and Blue Polo shirt. Denims are discouraged.
 - Day 2 – January 26th
 - For Female: Printed Dress, slacks are discouraged.
 - For Male: Checkered Polo Shirt for the Top and Slacks.
8. The registration fee per School Head is P2,000.00 to cover on food and accommodation.
9. Traveling and other incidental expenses related to this activity shall be charged to the Division/School MOOE subject to the usual accounting and auditing rules.
10. Widest and immediate dissemination of this memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent